

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

16 April 2015

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #15-046
***** TEMPORARY PROMOTION *****

NOTE: Incumbent selected may be non-competitively promoted permanently.

NOTE: Selection will not change the tenure of the selected individual's initial appointment.

POSITION: Quality Assurance Analyst (D2214000) (GS-0501-09/11) EXCEPTED POSITION

LOCATION: 101st ARW, Comptroller, Bangor, Maine

SALARY RANGE:

\$48,403 to \$62,920 per annum GS-09

\$58,562 to \$76,131 per annum GS-11

CLOSING DATE: 5 May 2015

AREA OF CONSIDERATION: AREA I- Consideration will be given to all qualified permanent and indefinite Maine Air National Guard Enlisted Technicians and personnel with reemployment rights to MeANG positions.

DUTIES: See attached duties and responsibilities.

QUALIFICATIONS: This position may be filled at the GS-09 or GS-11 grade. If filled at the GS-09 grade, the individual selected may be promoted to the next higher grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show that they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience, education, or training in administrative, professional, technical, investigative, financial or other responsible work requiring analyzing problems to identify significant factors, gather pertinent data, and recognize solutions; plan and organize work; and communicate effectively orally and in writing. Experience using computer and automation systems.

SPECIALIZED EXPERIENCE: Must have twenty-four (24) months of experience for the GS-09 level and thirty-six (36) months experience for the GS-11 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-09

1. Knowledge of commonly used financial control system regulations, policies, and procedures.
2. Skill in managing, analyzing, organizing, and preparing reports.
3. Skill in correcting coding or other errors that result in computer generated rejects.
4. Skill in preparing and presenting findings and recommendations.
5. Skill in application of fact-finding and investigative techniques; oral and written communications; and development of presentations and reports.

GS-11

1. Knowledge of applicable laws, policies, regulations, and internal control programs is necessary to ensure that review coverage is appropriate in meeting established objectives.
2. Knowledge of qualitative and quantitative techniques for analyzing and measuring the effectiveness and efficiency of financial operations; reliability of financial reporting; and, compliance with applicable laws and regulations.
3. Knowledge of analytical and evaluative methods and techniques in order to research, develop, modify and maintain qualitative standards, develop statistical measures; and to identify, establish, and monitor trends.
4. Skill in conducting studies and investigations, problem analysis, and determining the effectiveness of procedures and evaluating quality data upon which accurate management conclusions and decisions are based.
5. Knowledge of administrative regulations and operating procedures to perform management studies, identifies potential problem areas, and recommends changes in existing management systems or operations.

NOTE: This is a Financial Management Certified position IAW the National Defense Authorization Act 2012, PL 112-81, Subtitle F-Financial Management, Section 1599d. Incumbent shall comply with the requirements of this certification program.

COMPATIBILITY CRITERIA: AFSC: 6FXXX

NOTE: Personnel who do not possess this AFSC must be prepared to attend the appropriate school.

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled “Technician Vacancy Announcement Guide” which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA”. Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil

APPOINTMENT:

Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION:

Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 430-6013/COM (207) 626-6013 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE DIRECTOR OF HUMAN RESOURCES:

//s//
LISA M. SESSIONS

CPT, EN
Human Resources Specialist
(Recruitment & Placement/Compensation

